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C O P Y

14 September 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Retirement of Non-CIA Portion of Personnel Folders
of Separated Agency Employees to the Federal
Records Center

[redacted] Office of Security, arranged 25X1
for a meeting with Dr. Everett O. Alldredge, Asst. Archivist for Records
Management, National Archives on 12 September 1962 to discuss retirement to the
Federal Records Center of the non-CIA portion of official personnel folders for
separated Agency employees. Also attending the meeting were [redacted] 25X1
CIA Records Administration Officer, and [redacted] Chief, Transactions & 25X1
Records Branch, Office of Personnel.

[redacted] presented the problems created by our present practice of retiring 25X1
to the CIA Records Center that portion of an individual's file covering previous
government service which had been secured originally through the Division of
Adjudication, Bureau of Personnel Investigations, U.S. Civil Service Commission
and remained charged to them. [redacted] stated that the traffic in requests for 25X1
these files was becoming heavier and that it was anticipated that over the years
the handling of these requests would become burdensome to the Commission.

[redacted] briefed Dr. Alldredge on the questions raised by the Regional 25X1
Director, NARS, in June 1960, particularly the advisability of splitting the
personnel folder, the schedules for retirement and the arrangement of the records
at time of redeposit.

Dr. Alldredge was of the opinion there was no reason why the non-CIA portion
of the files could not be returned to the Federal Records Center and stated that
he would advise FRC that the Agency would be returning these files on a regular
basis. He suggested, however, that:

1. The files indicate that the record of additional service with
CIA could be obtained by writing the Office of Personnel, CIA.
2. The files be returned by the Agency directly to FRC rather than
through the Commission.
3. A list of the files originally secured through the Commission be
forwarded to them so they can purge their records.
4. The files be returned wherever possible 30 days after separation of
an individual, as required of other government agencies.

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Excluded from automatic
downgrading and
declassification

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Since the above would present no security complications with the planned screening and selection of files to be retired, the group accepted these recommendations.

As to completely refiling the papers in true chronological order, Dr. Alldredge stated he could "see no reason why the folders had to be in any better condition than when received." We did agree, however, to file the record in chronological order as to agency of employment.

[] suggested that records already retired to the Agency Records Center be recalled and wherever possible the non-CIA portions sent to FRC along with current resignees. Dr. Alldredge was in agreement with this recommendation. 25X1

Dr. Alldredge will send to [] for our records a copy of his letter of instructions to the Federal Records Center. 25X1

[]
Chief, Transactions & Records Branch 25X1

cc: []
CIA Records Admin Officer 25X1

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